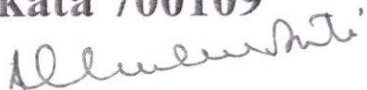# Annual Report

Of

Department of Controller of Examination

(2016-17)

NiT

Narula Institute of Technology

81, Nilgunj Road, Agarpara, Kolkata 700109

Controller of Examinations
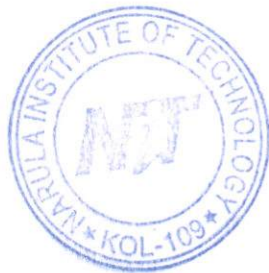Narula Institute of Technology
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1. Introduction

The Department of Controller of Examination (COE) is responsible for transparent, fair and timely conduct of all examinations. The examinations conducted by the department of COE include the following.

    i.   Semester Examinations (Theory, Practical, Sessional)
    ii.   Slot Tests (Theory)
   iii.   Continuous Assessment (Theory, Practical, Sessional)

For semester examinations, the department of COE published notifications with start and end dates for application form fill-up and start date for each of the semester examinations. All students applied for the examinations using the following processes.

- Online Form Fill-up by students
- Attendance approval by HOD
- Application Form printout by student
- Manual payment of examination fees
- Approval of students for examination by department of COE
- Admit Card printout from the department of COE and distribution to students

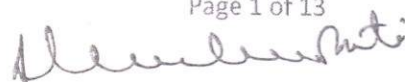Department of COE has carried out the following activities.

- Notification for Slot Tests
- Requisition for procurement of general stationary
- Submission of Budget for approval
- Request for Nomination of Paper-setters & Moderators
- Issue of Appointment letters to Paper-setters
- Issue of Appointment letters to Moderators
- Notification for Form fill-up for semester examination
- Collection of approved Examination Applications from students in prescribed format
- Publish detailed examination schedule in notice boards and website
- Preparation and Circulation of Examination Duty Charts
- Prepare Room Allocation Plan
- Prepare Room-wise seating plan with Roll Numbers
- Publish Room Allocation Plan on notice boards and website.
- Preparation and Circulation of Invigilation Duty Charts
- Preparation and Circulation of Internal and External Roving Duty Chart
- Notice for Submission of Internal Marks in pre-printed Tabulation Sheets
- Request for Nomination of Examiner and Head Examiner from Departments

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- Compilation of Roving Duty Report and Invigilators Report
- Distribution of Appointment Letter, Answer scripts and pre-printed Tabulation Sheets to Examiners
- Collection of Answer scripts and Tabulated Sheets from Examiners
- Scrutiny of all Answer Script packets
- Make available Answer scripts, Scrutiny Reports and Tabulated Sheets to Head Examiners
- Coordinate completion of 10% Answer scripts checking by Head Examiners
- Collection of Tabulated Sheets of Internal Marks from Departments
- Completion of Result Processing
- Publication of Results
- Notice for Review applications
- Collection of approved Review applications from students in prescribed format
- Allocation of Answer scripts for Re-evaluation
- Publication of Review Results

2. Examination Calendar for Session 2016-17

"Academic Calendar" contains key dates important to all student and faculty of the Institution including the start and end dates of classes, holidays, exam dates, Registration dates (for regular and repeater courses) etc. Academic Calendar for all programs was released by the office of the Principal. An academic year in the Institute comprises of two semesters, i.e. ODD and EVEN semesters.

UG Examination and Result Publication Schedule:

Semester	Date of End of Exam	Date of Declaration of Result
ODD	23/12/2016	4/1/2017
EVEN	20/6/2017	04/7/2017

PG Examination and Result Publication Schedule:

Semester	Date of End of Exam	Date of Declaration of Result
ODD	23/12/2016	4/1/2017
EVEN	20/6/2017	04/7/2017

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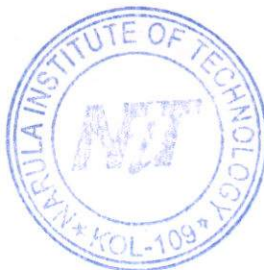
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Examination Compliance Report:

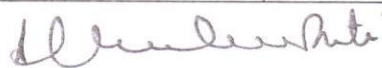Based on the Academic Calendar of the institute, the Examination Section prepares the Examination Calendar. It contains the dates for all examinations and related activities such as appointment of paper-setters and moderators, question paper formatting, question paper printing, examination duty charts, sitting arrangements, appointment of examiners and Head Examiners, answer script distribution and collection, Result processing & Result Publication. All examination activities complied with the schedule of examination calendar given below.

Sl. No.	Description of Activity	Odd Semester	
		Schedule	Compliance
1	Notification for Elective Subjects	2/8/2016	2/8/2016
2	Examination Committee meeting for Slot Test 1	9/9/2016	9/9/2016
3	Notification for Slot Test 1	10/9/2016	10/9/2016
4	Submission of marks of Slot Test 1	4/10/2016	4/10/2016
5	Requisition for procurement of general stationary	17/10/2016	17/10/2016
6	Examination Committee meeting for Slot Test 2	28/10/2016	28/10/2016
7	Notification for Slot Test 2	28/10/2016	28/10/2016
8	Request for Nomination of Paper-setters & Moderators	28/10/2016	28/10/2016
9	Submission of Budget for approval	4/11/2016	7/11/2016
10	Issue of Appointment letters to Paper-setters	8/11/2016	7/11/2016
11	Examination Committee meeting for Semester Examination	7/11/2016	7/11/2016
12	Notification for Form fill-up for semester examination for Regular & Backlog	8/11/2016	8/11/2016
13	Circulation of Examination Duty Charts	5/12/2016	5/12/2016
14	Issue of Appointment letters to Moderators	18/11/2016	18/11/2016
15	Collection of approved Examination Applications from students in prescribed format	21/11/2016	21/11/2016
16	Publication of Examination Schedule	22/11/2016	22/11/2016

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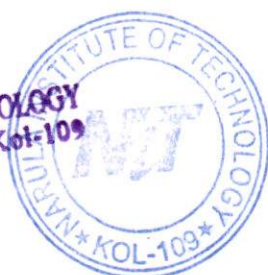
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Sl. No.	Description of Activity	Odd Semester	
		Schedule	Compliance
17	Submission of marks of Slot Test 2	24/11/2016	24/11/2016
18	Notice for Submission of Internal Marks	2/12/2016	2/12/2016
19	Room Allocation and Seating Arrangements	5/12/2016	5/12/2016
20	Circulation of Invigilation Duty Charts	5/12/2016	5/12/2016
21	Circulation of Roving Duty Chart	5/12/2016	5/12/2016
22	Request for Nomination of Examiner and Head Examiner from Departments	16/12/2016	16/12/2016
23	Compilation of Roving Duty Report and Invigilators Report	24/12/2016	24/12/2016
24	Distribution of Appointment Letter, Answer scripts and pre-printed Tabulation Sheets to Examiners	24/12/2016	24/12/2016
25	Collection of Answer scripts and Tabulated Sheets from Examiners	29/12/2016	29/12/2016
26	Scrutiny of all Answer Script packets	31/12/2016	31/12/2016
27	Make available Answer scripts, Scrutiny Reports and Tabulated Sheets to Head Examiners	2/1/2017	2/1/2017
28	Coordinate completion of 10% Answer scripts checking by Head Examiners	3/1/2017	3/1/2017
29	Collection of Tabulated Sheets of Internal Marks from Departments	3/1/2017	3/1/2017
30	Completion of Result Processing	3/1/2017	3/1/2017
31	Meeting of Examination Committee to discuss regarding results	4/1/2017	4/1/2017
32	Publication of Results	4/1/2017	4/1/2017
33	Notice for Review applications	4/1/2017	4/1/2017

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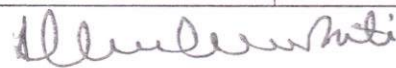NARULA INSTITUTE OF TECHNOLOGY
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Sl. No.	Description of Activity	Odd Semester	
		Schedule	Compliance
34	Collection of approved Review applications from students in prescribed format	9/1/2017	9/1/2017
35	Re-evaluation of Answer scripts	12/1/2017	11/1/2017
36	Publication of Review Results	19/1/2017	17/1/2017

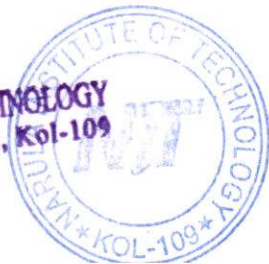| Sl. No.	Description of Activity	Even Semester	
		Schedule	Compliance
1	Notification for Elective Subjects	2/1/2017	2/1/2017
2	Examination Committee meeting for Slot Test 1	6/3/2017	6/3/2017
3	Notification for Slot Test 1	6/3/2017	6/3/2017
4	Submission of marks of Slot Test 1	5/4/2017	5/4/2017
5	Requisition for procurement of general stationary	14/4/2017	14/4/2017
6	Examination Committee meeting for Slot Test 2	4/5/2017	4/5/2017
7	Notification for Slot Test 2	4/5/2017	4/5/2017
8	Request for Nomination of Paper-setters & Moderators	5/5/2017	5/5/2017
9	Submission of Budget for approval	5/5/2017	5/5/2017
10	Issue of Appointment letters to Paper-setters	8/5/2017	8/5/2017
11	Examination Committee meeting for Semester Examination	8/5/2017	5/5/2017
12	Notification for Form fill-up for semester examination for Regular & Backlog	9/5/2017	9/5/2017
13	Circulation of Examination Duty Charts	26/5/2017	26/5/2017
14	Room Allocation and Seating Arrangements	26/5/2017	26/5/2017
15	Circulation of Invigilation Duty Charts	26/5/2017	26/5/2017

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Sl. No.	Description of Activity	Even Semester	
		Schedule	Compliance
16	Circulation of Roving Duty Chart	26/5/2017	26/5/2017
17	Issue of Appointment letters to Moderators	15/5/2017	15/5/2017
18	Collection of approved Examination Applications from students in prescribed format	18/5/2017	18/5/2017
19	Publication of Examination Schedule	19/5/2017	19/5/2017
20	Submission of marks of Slot Test 2	24/5/2017	24/5/2017
21	Notice for Submission of Internal Marks	8/6/2017	8/6/2017
22	Request for Nomination of Examiner and Head Examiner from Departments	16/6/2017	16/6/2017
23	Compilation of Roving Duty Report and Invigilators Report	20/6/2017	20/6/2017
24	Distribution of Appointment Letter, Answer scripts and pre-printed Tabulation Sheets to Examiners	20/6/2017	20/6/2017
25	Collection of Answer scripts and Tabulated Sheets from Examiners	25/6/2017	25/6/2017
26	Scrutiny of all Answer Script packets	26/6/2017	26/6/2017
27	Make available Answer scripts, Scrutiny Reports and Tabulated Sheets to Head Examiners	28/6/2017	28/6/2017
28	Coordinate completion of 10% Answer scripts checking by Head Examiners	29/6/2017	29/6/2017
29	Collection of Tabulated Sheets of Internal Marks from Departments	28/6/2017	28/6/2017
30	Completion of Result Processing	30/6/2017	30/6/2017
31	Meeting of Examination Committee to discuss regarding results	3/7/2017	3/7/2017
32	Publication of Results	4/7/2017	4/7/2017
33	Notice for Review applications	4/7/2017	4/7/2017

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Sl. No.	Description of Activity	Even Semester	
		Schedule	Compliance
34	Collection of approved Review applications from students in prescribed format	10/7/2017	11/7/2017
35	Re-evaluation of Answer scripts	17/7/2017	17/7/2017
36	Publication of Review Results	20/7/2017	19/7/2017

3. Examination Committee

To conduct the end semester examinations, to conduct and monitor the slot tests and to monitor the evaluation of students including continuous evaluation and internal assessment, an Examination Committee has been formed consisting of HODs of all department and Registrar before the commencement of 2016-17 Academic Session. In addition to these members the Examination Committee has the following members.

- Controller of Examination (Convener).
- Assistant Controller of Examination.
- Registrar.
- HODs of all Department

4. Question Papers for Semester Examinations

All paper-setting was made in three sets for each subject. One of the sets was prepared by internal faculty and other two sets were from external faculty. All moderation was done by external faculty.

After moderation, Question Papers were reformatted in PDF files, put in a CD at department of COE and sent for printing at M/s Saraswaty Press. The answer scripts are printed from M/s Saraswaty Press with security impressions on each page and specially designed top sheet.
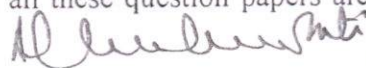
After printing, M/s Saraswaty Press put question papers for each subject in separate packets, sealed them and delivered at department of COE. Immediately after receiving, the question paper packets were stored in two Godrej Elmira with double key lock at department of COE.

On the date of each examination, specific question paper packets were taken out one hour before the examination and the seal was opened in front of the external and internal faculty on roving duty with their signatures. The question papers and blank answer scripts are then distributed to invigilators of specific examination halls at the department of COE. The invigilators carried the question papers, blank answer scripts and other examination material to the examination halls. A summary of the question bank preparation has been given below.

All paper-setting for slot examination was done by internal faculty members for each subject. After notification of the slot test examination internal faculties have to submit the question papers within stipulated time in specific format. Then all these question papers are processed

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and arranged day wise and time wise before examination.

Summary of Question Banks / Question Papers for Session 2016-17		
Description	ODD Semester	EVEN Semester
Number of Question Banks Allocated	351	351
Number of Internal Paper-setters	117	117
Number of External Paper-setters	234	234
Number of Moderators (External)	117	117
Number of Question Papers Generated	117	117
Number of slot question paper-setters	All internal Faculty	All internal Faculty

5. Conduct of the Semester Examinations

During examinations, the Room Allocation, Seating Plan and the Rules of Examination were pasted on the entrance door of all examination halls as well as all notice boards in the institute premises. An Officer-in-Charge was appointed by the Chief Controller to coordinate the following activities for the semester examinations in Academic Session 2016-17.

- Examination Duty Chart
- Room Allocation
- Seating Plan
- Invigilation Duty Chart
- Distribution of Question Papers, Answer Scripts and Attendance Sheet to the invigilators
- Collection of Answer Scripts, Attendance Sheet and Invigilator Report from the invigilators
- Provide support to the External and Internal Roving Duty Teams

A summary of the examination center details for the academic session has been presented below.

Summary of Examination Center Details for Session 2016-17		
Semester Examination	ODD Semester	EVEN Semester
Number of Rooms Allocated	22	22
Examination Sessions per day	2	2
Number of Staff on duty at Examination Cell	12	12
Number of Supervisors	3	3

Number of Internal Roving Observer per session	1	1
Number of External Roving Observer per session	1	1
Number of Invigilators per session	44	44
Number of Students Appeared	2774	2746

6. Evaluation and assessment

Evaluation of Theory Papers (70 marks)

All appointment for examination of answer scripts were awarded to external faculty. After examination answer scripts were distributed for manual evaluation to external faculty only. Marks foils in triplicate for each subject was filled up by the external faculty after evaluation and signed. All logistic operation for distribution and collection of answer scripts were done by staff at department of COE. College vehicles were used for delivery and collection of answer scripts.

Scrutinizers were appointed from internal faculty members to scrutinize all answer script packets. All scrutiny was carried out inside the department of COE. Scrutiny report for each packet was signed by the respective faculty member.

For distribution to Head Examiners, 10% of the answer script packets were randomly selected and allotted for Head Examiners. For re-evaluation by Head Examiners, the tabulated sheets and scrutiny reports were provided to the Head Examiners. All such re-evaluation was carried out by the Head Examiners inside the examination division

Internal Marks for Theory Papers (30 marks)

The internal marks were awarded by the internal faculty for the respective courses conducted by them as follows:

> Average of two Slot Tests: 15 marks
> Assignment & Quiz: 10 marks
> Attendance: 5 marks

Marks foils in triplicate for each subject was filled up and signed by the internal faculty for internal marks and submitted to the department of COE.

Evaluation of Practicals / Sessionals (100 marks)

For the Semester Examination of Practicals / Sessionals, external examiners were appointed.

In the semester examination of each laboratory practical course, the course teacher had assigned experiments to be conducted by groups of 4 or less number of students after holding a lottery. The assessment of the student performance for experiment was done in consultation with the external examiner (40 Marks). Viva-voce was conducted in presence of the external faculty and the course teacher. The assessment of student performance in viva-voce was done by each internal faculty in consultation with the external faculty (20 marks).

The course teacher had awarded the marks for student performance in laboratory classes based on the Continuous Evaluation sheets for each student (40 Marks).

For Sessional items where the formal Institutional contact hours are not specified, (viz. Online courses, Internships, Co-curricular/Extra-curricular activities etc.), or there are no formal End-semester examination of the written kind, (viz. Comprehensive Viva-voce, Seminar, Industrial Visits, etc.), an External Expert of the relevant field was appointed. For all items under these categories, assessment of student performance in viva-voce was done by the internal faculty in consultation with the external expert (100 marks).

Marks foils in triplicate for each subject was filled up and signed by the internal faculty for the practical / sessional marks and submitted to the department of COE. A summary of evaluation for theory papers has been given below.

Summary of Evaluation of Theory Papers for Session 2016-17		
Description	ODD Semester	EVEN Semester
Number of Answer scripts	14795	14506
Number of Evaluators (External)	60	59
Number of Head Examiners (Internal)	30	30

7. Result Publication

Two copies of marks foils were handed over to an external agency for data entry and result processing. After data entry, these marks foils are returned to department of COE. After result processing, TR sheets were sent by the external agency vide email to COE. The result from the TR sheets were verified and summarized at department of COE. Before publication of results of each semester, a meeting of the Board of Examination was conducted and the summary of the results were discussed. After verification consent was given to the external agency for online result publication. After online publication, semester grade cards of all students were printed by the external agency and the same were collected by staff from department of COE and brought to department of COE for distribution to the students.

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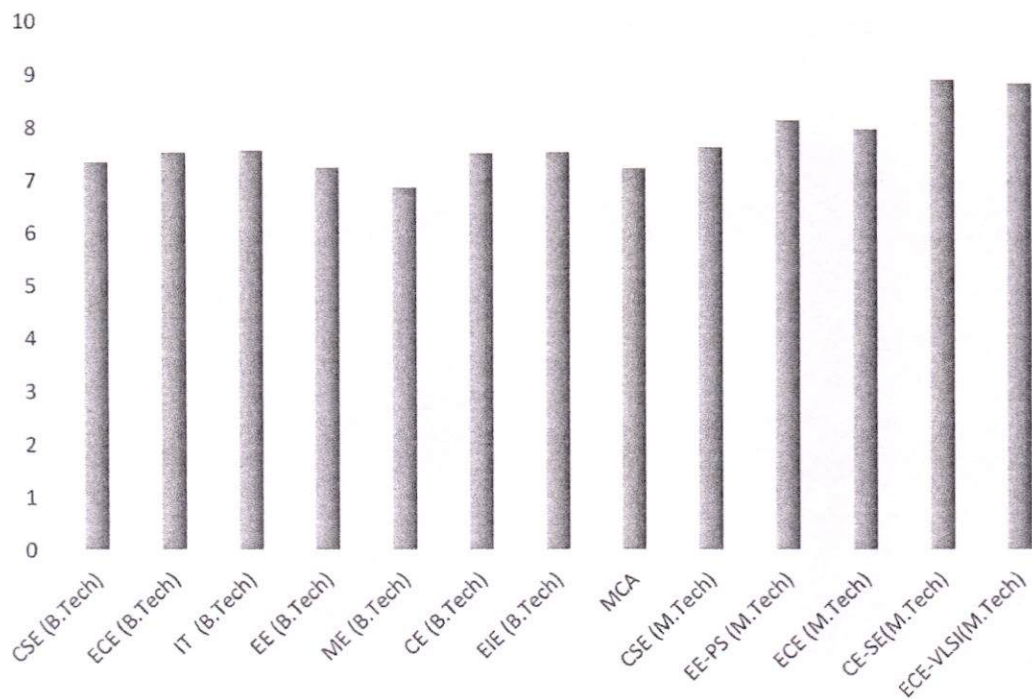81, Nilgunj Road, Agarpara, Kolkata-700109
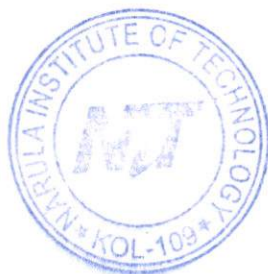
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8. Result Analysis

Department wise SGPA analysis of ODD and EVEN semester is presented here.

The average SGPA of the college for odd semester 2016 is 7.73.

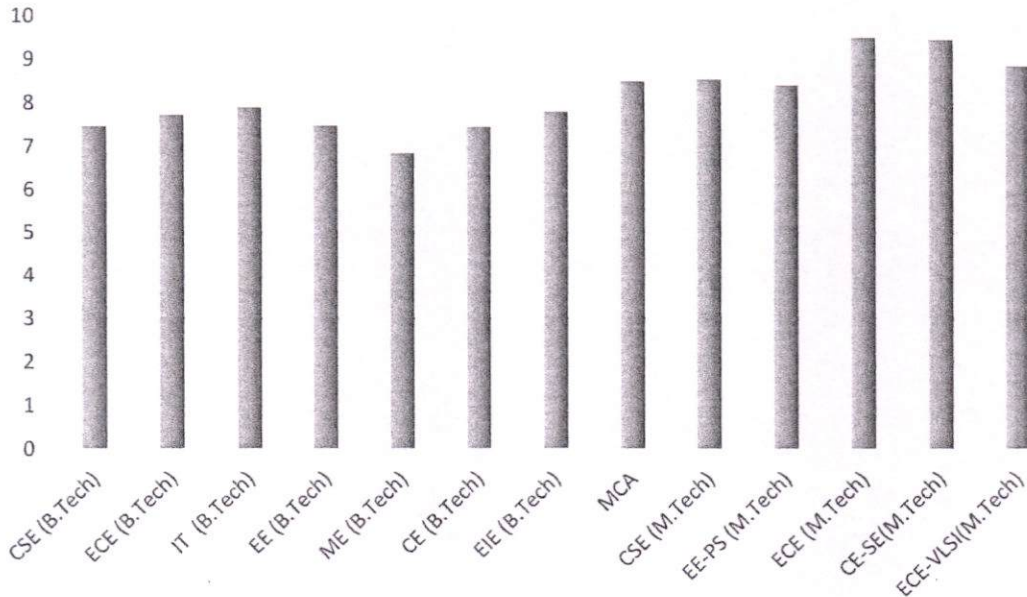Department wise average SGPA for 2016 ODD semester

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The average SGPA of the college for even semester 2017 is 8.15

## Department wise average SGPA for 2017 EVEN semester

8.1 Average Pass percentage of final year students:

Student Appeared	Student Passed	Pass Percentage
705	699	99.15%

9. Grievances Reported by Students

9.1 Answer Script Scrutiny by Students

Notices inviting application for post-publication scrutiny (PPS) from students were issued within 7 days of publication of result. Students not satisfied with the grades, could apply for scrutiny of answer script of specific subjects by filling up a prescribed format and submitting the same within a time window specified in the notice. In presence of the faculty who scrutinized the answer scripts after evaluation, students were permitted to scrutinize an answer script. The details regarding students who submitted PPS applications in the academic year 2016-17 are given below.
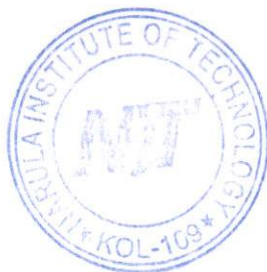
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Description of Parameter	ODD Semester	EVEN Semester
Number of Answer Scripts involved in PPS Applications submitted by students	3	5
Number of Answer Scripts where awarded marks changed after scrutiny	nil	nil

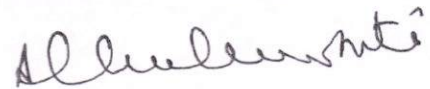## 9.2. Review Application and Re-evaluation

Notices inviting application for post-publication review (PPR) from students were issued within 7 days of publication of result. Students not satisfied with the evaluation, could apply for re-evaluation by filling up a prescribed format and submitting the same within a time window specified in the notice. Since all main evaluation was done by an external faculty, the re-evaluation was assigned to an internal faculty. The details regarding students who submitted PPR applications in the academic year 2016-17 are given below.

Description of Parameter	ODD Semester	EVEN Semester
Number of Answer Scripts involved in Review Applications submitted by students	8	5
Number of Answer Scripts where awarded marks changed after Re-evaluation	3	2

10. Automation of Examination System

The following examination activities were fully automated.

1. Examination Form fill up by students using online portal

2. List of students appearing in examination is prepared automatically

3. Internal marks were entered in the examination portal from the department using login IDs.

4. Result Publication

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